WATER WASTEWATER PREAPPLICATIONS

General Requirements: Applicants anticipating the use of federal and/or state administered funds to finance water or sanitary sewer improvements must complete and submit an original and four (4) copies of the preapplication, consisting of the attached two page form and a preliminary engineering report, to one of the Water Wastewater Advisory Committee (WWAC) agencies. The WWAC agencies include:

Rick Bay
Department of Environmental Quality
1200 "N" Street, Suite 400
P.O. Box 98922
Lincoln, NE 68509-8922

Rick Zubrod
Department of Economic Development
301 Centennial Mall South
P.O. Box 94666
Lincoln, NE 68509-4666

Subhash Jha
Department of Health & Human Services
Regulation & Licensure
301 Centennial Mall South
P.O. Box 95007
Lincoln, NE 68509-5007

Denise M. Brosius-Meeks
USDA Rural Development
Room 152, Federal Building
100 Centennial Mall North
Lincoln, NE 68508

Review Procedure – Each preapplication will be reviewed by the WWAC as follows:

1) An original preapplication and four (4) copies are submitted to one of the WWAC agencies.

2) On receipt, agency distributes copies to the other WWAC members.

3) The WWAC will review the preapplication within 30-60 days after the submission.

4) Following its consideration, the WWAC will reply to the applicant by letter. For a suitable preapplication, the WWAC will recommend the preapplication be accepted and outline the logical funding sources to whom a full application should be submitted. The WWAC may, in the same or separate letter, list pertinent comments regarding technical, operational, or financial aspects of the projects. Substantive comments by the WWAC must be resolved before an application can be recommended for acceptance. Each agency on the WWAC will receive a copy of any WWAC correspondence.

5) Each funding agency will follow its own full application process. Applicants seeking funding for the same project from multiple agencies must submit a full application to the particular agencies.

6) If a full application varies significantly from the preapplication, or if the facts involving a project have changed such that the feasibility of the proposed solution warrants further investigation, any individual WWAC agency may request the full WWAC review the project again.

7) Assistance will be recommended only to the extent necessary to complete project activities over and above private/local efforts, and for solutions considered appropriate and feasible by the WWAC.

State of Nebraska **U.S. Department of Agriculture**

WATER/WASTEWATER PREAPPLICATION
FOR STATE AND/OR FEDERAL ASSISTANCE

Legal Applicant (City, County, SID):
Federal Tax Identification Number:
Representative/Title:
Address:
City/Zip Code:
Telephone/Fax:
County:
Preapplication Preparer:
Address:
City/Zip Code:
Telephone/Fax:
Engineering Firm:
Engineering Consultant:
Address:
City/Zip Code:
Telephone/Fax:

Project Description*:*

(Please attach any reports or facilities plans which have been completed to date)

User Information:	**Water**	**Wastewater**	**Does water/wastewater system currently use meters (circle one):**
Number of residential users:	_____	_____	YES NO
Non-Residential			
Number of ¾"meters:	_____	_____	Nonmetered Water Rates _____/mo
Number of 1" meters:	_____	_____	Nonmetered Sewer Rates _____/mo
Number of 11/2" meters:	_____	_____	
Number of 2" meters:	_____	_____	Metered Water Rates _____/mo for ____ gallons
Number of 3" meters:	_____	_____	Overage charges _____
Number of 4" meters:	_____	_____	Metered Sewer Rates _____/mo for ____ gallons
Other	_____	_____	Overage charges _____

NOTE: Indicate water meter sizes for Non-Residential wastewater users

COST CLASSIFICATION	**ESTIMATED TOTAL COST**
1. Administrative and legal expenses	
2. Land, structures, right-of-ways, appraisals, etc.	
3. Relocation expenses and payments	
4. Architectural and engineering fees	
5. Project inspection fees	
6. Site work, demolition and removal	
7. Construction	
8. Equipment	
9. Miscellaneous	
10 **SUBTOTAL** (sum of lines 1-9)	
11. Contingencies	
12. **SUBTOTAL**	
13. Less project (program) income	
14. **TOTAL PROJECT COSTS**	

The undersigned representative of the applicant certifies that the information contained herein and the attached statements, exhibits, and reports, are true, correct and complete to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Preapplication Preparer Signature: _____ Date: _____

PRELIMINARY ENGINEERING REPORT (PLAN OF STUDY)
FOR WASTEWATER OR WATER FACILITIES
Revised 04/11/00

GENERAL. The following may be used as a guide for preparation of Preliminary Engineering Reports to be submitted with the combined State/Federal preapplication for water and wastewater type projects. Preliminary Engineering Reports must be signed, sealed and dated by a professional engineer.

A. **Area to be served**. Describe – give natural boundaries, major obstacles, elevations, need for facilities, population demographics, and other pertinent information. Use maps, photographs, and sketches.

B. **Existing Facilities**. Describe – include physical condition, capacity, inadequacy for continued use of facilities now owned by the applicant. Provide the basis for a strong need statement.

C. **Alternatives**. Evaluate and rank proposed design alternatives. Evaluation should include a cost-effectiveness analysis on the alternatives including a 20 year present worth of annual operation and maintenance costs. In addition, an engineering evaluation including reliability, ease of use, and appropriate wastewater or water treatment technology for the community's management capability should be conducted. Anticipated environmental impacts should also be compared.

D. **Proposed facilities and services**.

1) General description of the proposed facility, including design criteria utilized. Basic hydraulic calculations should be listed in tabular form. Also materials and any design problems should be discussed such as subsurface rock, high water table or others which may effect cost of construction or operation of the facility.
2) Land – include amount required, locations, and alternate locations. Also easements, permits, or other evidence of rights-of-way meeting Departments of Health & Human Services**,** Environmental Quality**,** and other agency requirements.
3) Environmental Impacts – Include discussion of direct and indirect impacts such as floodplains, wetlands, prime farmland, endangered species, historic preservation, etc.

E. **Cost Estimate.** Include development, land and rights, legal, engineering, interest, equipment, contingencies, refinancing and other.

F. **Annual Operating Budget.**

1) Income – Include rate schedule and realistic project income.
2) Operation and maintenance Costs – In the absence of other data, base annual O&M costs on actual costs of other existing systems of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, wages, taxes, accounting, legal, interest, utilities, gas-oil-fuel, insurance, repairs and maintenance, supplies, office expenses, and miscellaneous.
3) Capital improvements.
4) Debt repayment and reserve requirements.
5) Impact to existing user charges and derivation of proposed rates.
6) Provide a copy of the most recent financial statements on the water or sewer fund (whichever is applicable).

G. **Maps, drawing, sketches, and photographs.**

1) Maps – Show locations, boundaries, elevations, population distribution, existing and proposed systems, right-of-way, and land ownership. For wastewater lagoons, distance to individual or municipal drinking water wells and habitation within a quarter mile radius should be shown.
2) Drawings and sketches. Show preliminary treatment design and layout, elevations.

H. **Conclusions, recommendations, and implementation schedule.**

Readiness to proceed should be evaluated including land acquisition needs and likely land acquisition method of either negotiation or eminent domain.